

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

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To: All Employees

From: State Director

Subject: Acquisition Processing Checklist

DD: None

Arizona has recently experienced a crunch relating to the expenditure of FY98 Land Water Conservation Fund (LWCF) Title V monies and is now in the final stages of completion. The mission to acquire inholdings within the Arizona Wilderness Project continues with 3110 carryover project balances.

The attached checklist was formulated to assist in the work flow while acquiring non-federal lands. It is intended to be a working tool used for additional guidance and to maintain consistency throughout the process.

In addition to this checklist, recent Preliminary Title Opinions (PTO's) have been collected and are being maintained at the State Office in a book for future reference. The requirements that are outlined within the respective PTO's are being incorporated into master templates of documents that are referred to within the checklist and are available upon request.

While the checklist was created by the State Office, it can be altered as necessary. Marilyn Roth, Realty Specialist in AZ931 Resources, will be responsible for any changes and subsequent distribution of the latest version.

The Arizona Wilderness Project created an e-mail group and is on Lotus Notes. This group will be used for communicating and updating the checklist and templates. If you are not currently on the group e-mail, please notify Marilyn Roth to be added. Alternatively, if you are in the group and want to be excluded, please notify

Marilyn Roth at (602) 417-9436 or Joy Zeitelhack at (602) 417-9229.

This checklist supplements existing BLM guidelines. Please refer to the BLM Acquisition Handbook H-2101 for Bureau acquisition procedures.

SIGNED BY:
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State Director

AUTHENTICATED BY:
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Attachment:

1 - Acquisition Processing Checklist